



Managing Your iSupplier Profile

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If you have any questions before accessing your iSupplier account for the first time, please contact the Supply Chain Help Desk. They will ask you for information including: company name, company tax identification number, contact information, etc. in order to assist you.

Supply Chain Help Desk Contact Information:

Telephone Number: (505) 284-4743

Summary of Your iSupplier Profile

Once you have an iSupplier account and registered user for your company, you can create and maintain a profile describing your company. Your profile will consist of Business Classifications, Supplier Details, an Address Book, a Contact Directory and Products and Services.

The rest of this job aid will describe how to manage the information in your company's profile.

NOTE: Registration with Sandia National Laboratories and use of the iSupplier portal does not guarantee placement on solicitations or contract award.

Accessing your Account for the First Time

Once you have requested a registered user account, your information will be reviewed by an administrator. After it is approved, you will receive an email with a link to the iSupplier portal, your Username and a one-time password.

You have been registered at Sandia National Laboratories for access to their supplier collaboration network. You can [log on](#) with the username [SARAH@ACME.COM](#) and the password Ab1+29645.

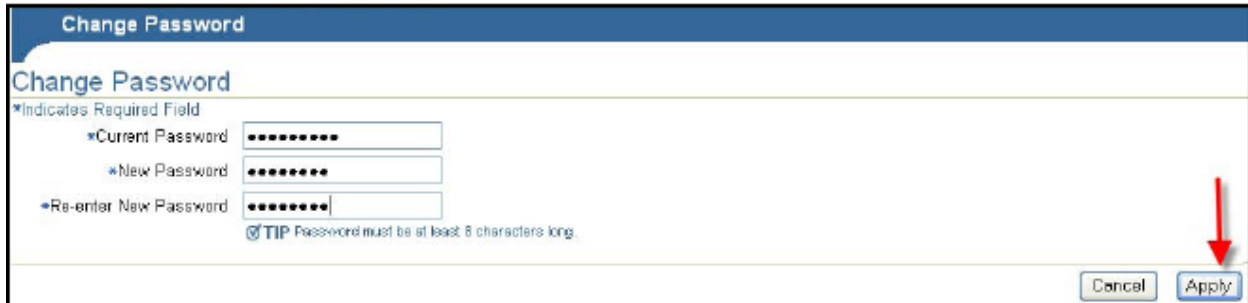
When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.

“Click” on the link titled **log on** in the email. You will be directed to a new page where you will be asked to enter your Username and Password. You will then be redirected to a page where you will be asked to

change your password. Enter the Password from the email and then enter a new password (confirm your new password by re-entering it into the next field below). “Click” **Apply**.

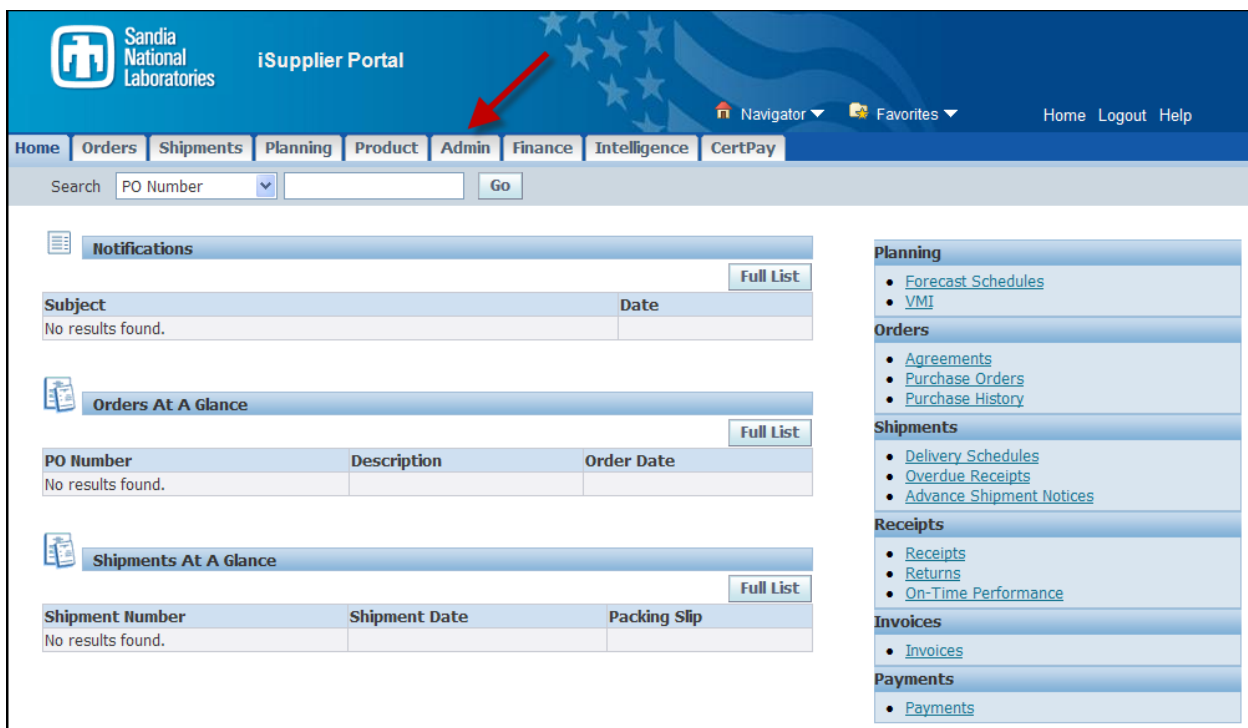
NOTE: This password must be 8 characters long. It must also contain at least 1 letter and 1 number.



The image shows a 'Change Password' form. It has three input fields: 'Current Password', 'New Password', and 'Re-enter New Password'. Each field is followed by a series of dots indicating the password length. Below the fields, there is a checkbox labeled 'TIP Password must be at least 8 characters long.' and a note '*Indicates Required Field'. At the bottom right, there are 'Cancel' and 'Apply' buttons. A red arrow points to the 'Apply' button.

Navigating to Your Profile

Upon logging-in, your browser will be directed to the iSupplier home page (illustrated below). “Click” on the tab labeled **Admin** to navigate your profile.



The image shows the iSupplier Portal Home Page. The header includes the Sandia National Laboratories logo, the text 'iSupplier Portal', and navigation links for 'Navigator', 'Favorites', 'Home', 'Logout', and 'Help'. Below the header is a tabbed interface with tabs for 'Home', 'Orders', 'Shipments', 'Planning', 'Product', 'Admin', 'Finance', 'Intelligence', and 'CertPay'. A red arrow points to the 'Admin' tab. Below the tabs is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into three sections: 'Notifications', 'Orders At A Glance', and 'Shipments At A Glance'. Each section has a 'Full List' button. The 'Notifications' section shows 'No results found.' The 'Orders At A Glance' section shows a table with columns 'PO Number', 'Description', and 'Order Date', and 'No results found.' The 'Shipments At A Glance' section shows a table with columns 'Shipment Number', 'Shipment Date', and 'Packing Slip', and 'No results found.' On the right side, there is a sidebar with links for 'Planning', 'Orders', 'Shipments', 'Receipts', 'Invoices', and 'Payments'.

Company Information (a.k.a. Company Profile)

Upon selecting the **Admin** tab, your browser will be automatically directed to the first page of your profile: the **Company Profile** page. On the **Company Profile** page you can attach a file, URL or text that Sandia would find to be useful when looking for a supply base for a particular product or service type. Sandia would specifically like to see your W-8, your W-9, links to your company's home page and insurance information included. This page also displays your name as it is recorded in the iSupplier database, your Tax ID number, etc. To update this information, "click" on **Organization** under **Company Profile**. For a step by step guide to updating this information, please see the **Organization** section of this Job Aid.

To add a file/URL/text:

1. Under your company's **General** information "Select" **Add Attachments**

Sandia National Laboratories iSupplier Portal

Home Orders Shipments Planning Product **Admin** Finance Intelligence CertPay

Home Logout

Profile Management

- General
- **Company Profile**
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name **ACME Corporation** DUNS Number
 Supplier Number **51036** Tax Registration Number
 Alias
 Parent Supplier Name Taxpayer ID
 Parent Supplier Number Country of Tax Registration

Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete

2. Enter Title, Description, Select a Category, Select Attachment Type and Select Apply

3. Your newly uploaded attachment will be shown. Edit options include **Update** and **Delete**. To delete an attachment, “click” the trashcan icon for that entry. To update an attachment “click” the pencil icon for that entry.

Add Attachment...									
MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
	Acme Home Page (www.acmehome.co...)	Web Page	Web Page	From Supplier	SARAH@ACME.COM	16-Nov-2010	One-Time		

Organization

From the Organization tab you have the ability to provide essential information about the structure of your company. This information is essential to Sandia. If you do choose to enter information here it will be reflected under your company’s **General** information as well.

Managing Your iSupplier Profile

1. On the **Organization** page enter all required fields as well as any additional fields as desired and appropriate.

Organization

Cancel Save

D-U-N-S Number Chief Executive Name
Legal Structure Chief Executive Title
Principal Name
Year Established Principal Title
Incorporation Year
Control Year
Mission Statement

Total Employees

Organization Total Corporate Total
Organization Total Type Corporate Total Type

Tax and Financial Information

Taxpayer ID Analysis Year
Tax Registration Num Currency Preference
VAT Number
Fiscal Year End Annual Revenue
☐ Federal Agency Potential Revenue
For next fiscal year.

Cancel Save

2. When you have entered all of your desired information “click” **Save**. This will update your information both under your company’s **Organization** information as well as your company’s **General** information.

Organization

Cancel Save

D-U-N-S Number Chief Executive Name
Legal Structure Chief Executive Title
Principal Name
Year Established Principal Title
Incorporation Year
Control Year
Mission Statement

Total Employees

Organization Total Corporate Total
Organization Total Type Corporate Total Type

Tax and Financial Information

Taxpayer ID Analysis Year
Tax Registration Num Currency Preference
VAT Number
Fiscal Year End Annual Revenue
☐ Federal Agency Potential Revenue
For next fiscal year.

Cancel Save

Address Book

Your iSupplier Profile also gives you the functionality to maintain your address details online. You can create, modify and remove multiple addresses. Addresses can include sales offices in different locations, central pay locations, and/or distribution centers. Sandia defines these addresses as vendor sites and requires at least one address for purchase order award and payment purposes. After you enter your address book information, an administrator will be notified and will promptly review the information to decide how to use the details. This is not an automatic process and may take up to a few days for the administrator to approve.

To Manage Address Book Details:

1. On the Profile Management page, “click” **Address Book**. You can select from a list of current addresses if they exist in your company.

Sandia National Laboratories iSupplier Portal

Home Orders Shipments Planning Product Admin Finance Intelligence CertPay

Profile Management

- General
- Company Profile
 - Organization
 - Address Book**
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name **ACME Corporation** DUNS Number
 Supplier Number **51036** Tax Registration Number
 Alias
 Parent Supplier Name Taxpayer ID
 Parent Supplier Number Country of Tax Registration

Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

2. The **Address Book** page displays any current addresses you have defined. Edit options include **Update** and **Remove**. To remove any address, “click” the trashcan icon for that entry. To update an address “click” the pencil icon for that entry.


Address Book



Address Name ▲	Address Details	Country	Update	Remove
ABQ-1	550 Wiley Way Albuquerque, NM 87123	United States		

To Add a New Address:

1. "Click" Create

Address Book

Create 

Address Name ^	Address Details	Country	Update	Remove
ABQ-1	550 Wiley Way Albuquerque, NM 87123	United States		

2. On the **Create Address** page, complete the required fields and any additional fields as appropriate. Also, please define the address type appropriately by checking the boxes labeled **Purchasing Address**, **Payment Address**, or **RFQ Only Address**. "Select" Save when finished.

Create Address

* Indicates required field

Supplier Name **ACME Corporation** Supplier Number **51036**

* Address Name NM-ABQ-2 Phone Area Code

Country United States Phone Number

* Address Line 1 12345 Supplier Avenue Fax Area Code

Address Line 2

Address Line 3

Address Line 4

* City/Town/Locality Albuquerque Fax Number

County

State/Region New Mexico Email Address

Province

* Postal Code 87654

☒ Purchasing Address


☒ Payment Address

☐ RFQ Only Address

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Cancel Save 

Cancel Save





3. A confirmation screen will show that your address has been added to your Address Book.

Confirmation

NM-ABQ-2 has been added to your Address Book.

Address Book

Create

Address Name ^	Address Details	Country	Update	Remove
ABQ-1	550 Wiley Way Albuquerque, NM 87123	United States		
NM-ABQ-2	12345 Supplier Avenue Albuquerque, New Mexico 87654	United States		

Contact Directory

From the Contract Directory page, you can create and modify the information about multiple contacts with your organization who could be dealing with Sandia. You should create contacts who you expect will be involved with selling the company's goods and services. After entering the contact details, you can associate the contact to the appropriate address. Contacts can be linked to as many addresses as relevant. Each contact must be unique, based on the combination of their first name, last name and phone number. Contacts that no longer represent your company can be removed.

From the left side of the Profile Management page, "click" **Contact Directory**. The **Contact Directory** page displays your company's current list of contacts.

Sandia National Laboratories iSupplier Portal

Home | Orders | Shipments | Planning | Product | **Admin** | Finance | Intelligence | CertPay

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory** (highlighted with red arrow)
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name: **ACME Corporation**
 Supplier Number: **51036**
 Alias:
 Parent Supplier Name:
 Parent Supplier Number:
 DUNS Number:
 Tax Registration Number:
 Taxpayer ID:
 Country of Tax Registration:

Attachments

Search

Note that the search is case insensitive

Title:

[Show More Search Options](#)

To Add a New Contact

1. "Click" Create

Contact Directory : Active Contacts


(highlighted with red arrow)

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			

2. On the **Create Contact** page, complete the required fields and any additional fields as appropriate, “select” **Save** when finished.

Create Contact
* Indicates required field

Contact Title	<input type="text"/>	Contact Email	<input type="text" value="testsupplier@sales.com"/>
First Name	<input type="text" value="Test"/>	Phone Area Code	<input type="text" value="888"/>
Middle Name	<input type="text"/>	Phone Number	<input type="text" value="888-8888"/>
* Last Name	<input type="text" value="Supplier"/>	Phone Extension	<input type="text"/>
Job Title	<input type="text"/>	Fax Area Code	<input type="text"/>
Department	<input type="text"/>	Fax Number	<input type="text"/>



3. A **Confirmation** will show you that the contact has been added to your Contact Directory.

Confirmation
Test Supplier has been added to your Contact Directory.



Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Pending				

To Update or Remove a Contact:

You can update contacts as needed by clicking on the pencil icon. You can remove any obsolete contacts by clicking the trashcan icon. You can view addresses associated with the contact by clicking on the blue square icon.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Pending				

To Associate an Address to a Contact:

1. On the **Contacts Directory** page, “click” the Addresses icon for the contact.

Contact Directory : Active Contacts

Create

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Pending				

2. “Click” **Add Another Row**

Admin: Profile Management: Contact Directory > Contact Directory : Active Contacts >

Address Associations for Contact

The addresses associated with the contact can be maintained in this page.

Cancel Save

Address Name	Address Details	Remove
No results found.		
Add Another Row		

Cancel Save

3. “Click” the magnifying glass icon

Admin: Profile Management: Contact Directory > Contact Directory : Active Contacts >

Address Associations for Contact

The addresses associated with the contact can be maintained in this page.

Cancel Save

Address Name	Address Details	Remove
<input type="text"/>		
Add Another Row		

Cancel Save

4. You may search the address database by **Address Name** or **Address Details**. “Select” your search by preference from the drop down Search By menu. Enter either the name of the address you wish to find

or the details of the address you'd like to add. If you are unsure of the exact name, you can enter a "%" before and after your search terms to include all addresses that include your search term. "Click" **Go**.

Search and Select:

Cancel

Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Address Name

%Abq%

Go

Results

Address Name

Address Details

Select	Quick Select	Address Name	Address Details
		No search conducted.	

Cancel

Select

5. "Select" the address that you would like to associate to the contact then "click" **Select**.

Search and Select:

Cancel

Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Address Name

%Abq%

Go

Results

Select	Quick Select	Address Name	Address Details
<input type="radio"/>		ABQ-1	550 Wiley Way, Albuquerque, NM, NM, US
<input checked="" type="radio"/>		NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US

Cancel

Select

6. You will then see the address you just chose show up in the **Address Associations for Contact** page. "Click" **Save**.

Admin: Profile Management: Contact Directory >

Address Associations for Contact

The addresses associated with the contact can be maintained in this page.

Cancel

Save

Address Name	Address Details	Remove
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US	

Add Another Row

Cancel

Save

7. You will then be directed back to the **Contact Directory**. Note that the status of the Contact that was just associated with the address is now listed as **Change Pending**. This is not an automatic process and may take up to a few days for the administrator to approve the change.

Contact Directory : Active Contacts								
Create								
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Change Pending				

To Remove a Contact from an Address:

1. On the Contacts Directory page, “click” the icon under the addresses tab for the contact.
2. Look under **Address Associations for Contact**. If there is an address that you no longer wish to be associated with the contact, “click” the trashcan icon under remove.

Admin: Profile Management: Contact Directory >		
Address Associations for Contact		
The addresses associated with the contact can be maintained in this page.		
		Cancel Save
Address Name	Address Details	Remove
ABQ-1	550 Wiley Way, Albuquerque, NM, NM, US	
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US	
Add Another Row		
		Cancel Save

3. You will then see the address taken off of the **Address Associations for Contact**. “Click” **Save**.

Address Associations for Contact		
The addresses associated with the contact can be maintained in this page.		
		Cancel Save
Address Name	Address Details	Remove
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US	
Add Another Row		
		Cancel Save

4. You will then be directed back to the **Contact Directory**. Note that the status of the Contact that was just associated with the address is now listed as **Change Pending**. This is not an automatic process and may take up to a few days for the administrator to approve the change.

Contact Directory : Active Contacts								
Create								
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Change Pending				

Business Classifications

Sandia National Laboratories has a regulatory requirement to report accurate and current business status and socioeconomic data through Sandia's annual contractor recertification process. That means that on an annual basis, you will need to navigate to the business classifications page on your profile and recertify your business classifications.

To Select Business Classifications:

1. From the left of any Profile Management page, "click" the **Business Classifications** link.

<ul style="list-style-type: none"> • General • Company Profile <ul style="list-style-type: none"> ○ Organization ○ Address Book ○ Contact Directory ○ Business Classifications ○ Product & Services ○ Banking Details ○ Payment & Invoicing 	<div> <div>General</div> <div> Organization Name ACME Corporation Supplier Number 51036 Alias Parent Supplier Name Parent Supplier Number </div> <div> DUNS Number Tax Registration Number Taxpayer ID Country of Tax Registration </div> </div> <div> <div>Attachments</div> <div>Search</div> <div>Note that the search is case insensitive</div> <div> Title <input type="text"/> <input type="button" value="Go"/> </div> <div>Show More Search Options</div> </div>
--	---

2. Note: Please read and “check” the certification statement prior to completing this section.

On the Business Classifications page, “click” the **Applicable** box to enable that classification. “Select” arrows or drop down menu to navigate through all business classifications.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications [Cancel] [Save]

Certification

NOTICE: UNDER U.S.C.645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II) SUBJECT TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

☒ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

✓TIP Date format example: 27-Dec-2010
✓TIP At least one entry is required.

Previous 1-15 Next 15

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Large Business	<input checked="" type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Small Disadvantaged 8(A)	<input type="checkbox"/>				

3. “Select” applicable classifications. Enter your Certificate Number, Certifying Agency and Expiration Date when applicable.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications [Cancel] [Save]

Certification

NOTICE: UNDER U.S.C.645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II) SUBJECT TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

✓TIP Date format example: 27-Dec-2010
✓TIP At least one entry is required.

Previous 1-15 Next 15

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Large Business	<input checked="" type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Small Disadvantaged 8(A)	<input type="checkbox"/>				

4. When finished, ensure that you have “checked” the box certifying that the information you entered is correct.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business**
 - Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications

Cancel Save

Certification

NOTICE: UNDER U.S.C.645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II)SUBJECT TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

☒ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

✓TIP Date format example: 27-Dec-2010
 ✓TIP At least one entry is required.

5. “Select” **Save** when all applicable classifications have been selected.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business**
 - Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications

Cancel **Save**

Certification

NOTICE: UNDER U.S.C.645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II)SUBJECT TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

☒ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

✓TIP Date format example: 27-Dec-2010
 ✓TIP At least one entry is required.

6. Once you have saved your classifications, under the certification NOTICE you will see both the date that your company was last certified as well as the user who certified your company.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business**
 - Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications

Cancel Save

Certification

NOTICE: UNDER U.S.C.645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II)SUBJECT TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

Products and Services

Sandia National Laboratories has a list of categories and subcategories that are used to categorize the products and services that are acquired. This information may be used for source selection and reporting purposes. You can increase your company's visibility by adding to the products and services that your company offers.

To Select Products and Services:

1. On the **Profile Management** page, "click" **Product and Services**

Sandia National Laboratories iSupplier Portal

Home Orders Shipments Planning **Product** Admin Finance Intelligence CertPay

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
 - Directory
 - Business Classifications
 - Product & Services**
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name **ACME Corporation** DUNS Number
 Supplier Number **51036** Tax Registration Number
 Alias Taxpayer ID
 Parent Supplier Name Country of Tax Registration
 Parent Supplier Number

Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

2. To add a new product/service definition, "click" **Add**

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
 - Directory
 - Business Classifications
 - Product & Services**

Products and Services

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
No results found.				

3. On the Add Products and Services page, browse for a required product or service. Use the select arrows or the drop down menu to navigate through all products and services. “Select” your product/service.

Add Products and Services : (ACME Corporation)

☒ Browse All Products & Services
☐ Search for Specific Product & Service

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
AEROSPACE	AEROSPACE		<input type="checkbox"/> Applicable
AUTOMOTIVE	AUTOMOTIVE		<input type="checkbox"/> Applicable
BUILDING	BUILDING		<input type="checkbox"/> Applicable
CHEMICALS	CHEMICALS		<input type="checkbox"/> Applicable
COMPUTER	COMPUTER		<input checked="" type="checkbox"/> Applicable
CONCURRENT DESIGN & MFG	CONCURRENT DESIGN & MANUFACTURING		<input type="checkbox"/> Applicable
CONSTRUCTION	CONSTRUCTION		<input type="checkbox"/> Applicable
CONSTRUCTION MATERIALS	CONSTRUCTION MATERIALS		<input type="checkbox"/> Applicable
CONSULTANT	CONSULTANT		<input type="checkbox"/> Applicable
COPIER	COPIER		<input type="checkbox"/> Applicable

Previous 1-10 Next 10

4. “Select” **View Sub Categories** for the Product/Service that has been selected.

Add Products and Services : (ACME Corporation)

☒ Browse All Products & Services
☐ Search for Specific Product & Service

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
AEROSPACE	AEROSPACE		<input type="checkbox"/> Applicable
AUTOMOTIVE	AUTOMOTIVE		<input type="checkbox"/> Applicable
BUILDING	BUILDING		<input type="checkbox"/> Applicable
CHEMICALS	CHEMICALS		<input type="checkbox"/> Applicable
COMPUTER	COMPUTER		<input checked="" type="checkbox"/> Applicable
CONCURRENT DESIGN & MFG	CONCURRENT DESIGN & MANUFACTURING		<input type="checkbox"/> Applicable
CONSTRUCTION	CONSTRUCTION		<input type="checkbox"/> Applicable
CONSTRUCTION MATERIALS	CONSTRUCTION MATERIALS		<input type="checkbox"/> Applicable
CONSULTANT	CONSULTANT		<input type="checkbox"/> Applicable
COPIER	COPIER		<input type="checkbox"/> Applicable

Previous 1-10 Next 10

5. On the **Add Products and Services** subcategory page, browse for a required subcategory. Use the select arrows or the drop down menu to navigate through the subcategories. “Select” the product/service subcategory and “click” **Apply**.

Admin: Profile Management: Product & Services >
Add Products and Services: COMPUTER :COMPUTER (ACME Corporation)

Cancel Apply

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories	Applicable
DESKTOP/LAPTOP/PC/MAC	DESKTOP/LAPTOP/PC/MAC		<input checked="" type="checkbox"/> Applicable
HARDWARE	HARDWARE		<input checked="" type="checkbox"/> Applicable
LAPTOP	LAPTOP		<input type="checkbox"/> Applicable
LEASE	LEASE		<input type="checkbox"/> Applicable
MAINTENANCE	MAINTENANCE		<input checked="" type="checkbox"/> Applicable
MISCELLANEOUS	MISCELLANEOUS		<input type="checkbox"/> Applicable
MODEM WIRELESS	MODEM WIRELESS		<input type="checkbox"/> Applicable
PERIPHERALS	PERIPHERALS		<input type="checkbox"/> Applicable
PRINTER RIBBONS	PRINTER RIBBONS		<input type="checkbox"/> Applicable
PRINTER RIBBONS RECYCLED	PRINTER RIBBONS RECYCLED		<input type="checkbox"/> Applicable

Previous 1-10 Next 10

6. A **Confirmation** screen will show you the Product and Service categories have been added to your profile. “Select” **Return to Products and Services** to view your Products and Services.

Confirmation

The following Product and Service categories have been added to your profile.

- COMPUTER.DESKTOP/LAPTOP/PC/MAC
- COMPUTER.HARDWARE
- COMPUTER.MAINTENANCE

[Return to Products and Services](#)

7. You will return to the **Products and Services** page where you will see **Pending Approval** under the **Approval Status** tab. This is not an automatic process and may take up to a few days for the administrator to approve the change.

Products and Services

Remove Add

Select All | Select None

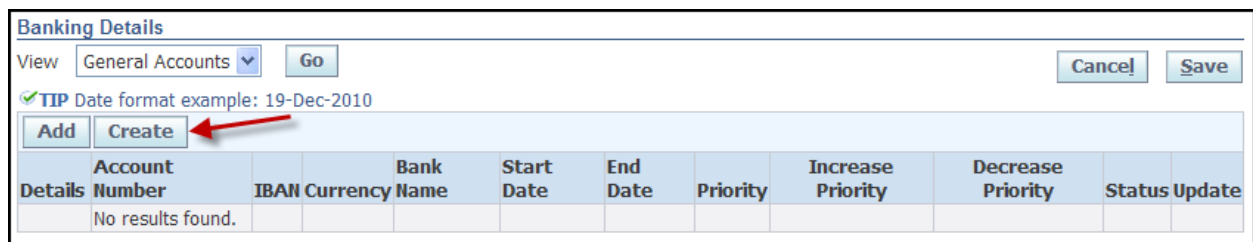
Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> COMPUTER.DESKTOP/LAPTOP/PC/MAC	COMPUTER.DESKTOP/LAPTOP/PC/MAC	02-Dec-2010	Pending Approval	
<input type="checkbox"/> COMPUTER.HARDWARE	COMPUTER.HARDWARE	02-Dec-2010	Pending Approval	
<input type="checkbox"/> COMPUTER.MAINTENANCE	COMPUTER.MAINTENANCE	02-Dec-2010	Pending Approval	

Banking Details

In this section of your Company Profile, you are able to enter any Banking Details that you would like to make available for any future payments that you might receive.

To Create an Account Entry

1. “Click” **Create**.



Banking Details

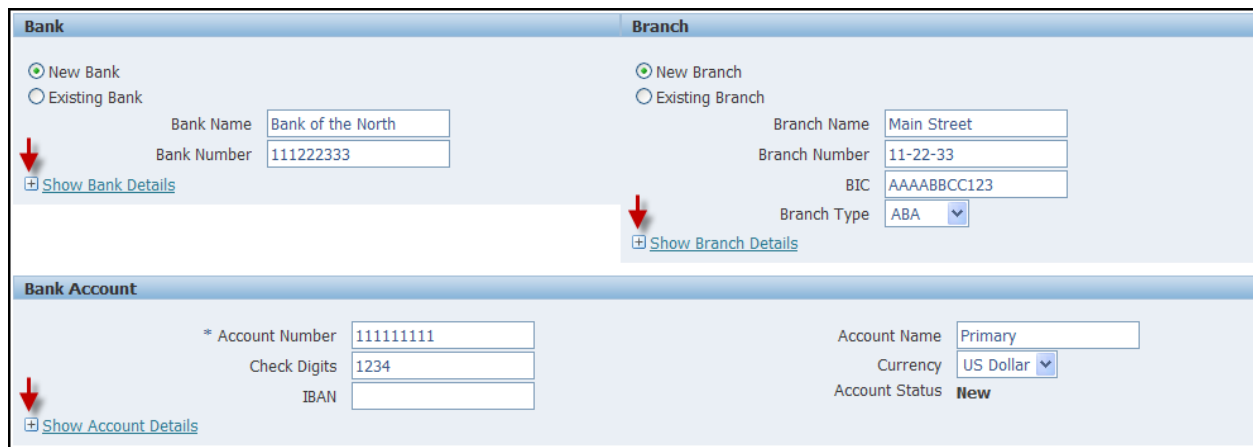
View: General Accounts Go Cancel Save

✓ **TIP** Date format example: 19-Dec-2010

Add Create

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
No results found.											

2. You will be redirected to a page titled **Create Bank Account**. Enter as many fields as you can complete in order to optimize the information you can provide for future transactions.



Bank

☒ New Bank
☐ Existing Bank

Bank Name:
Bank Number:
[+ Show Bank Details](#)

Branch

☒ New Branch
☐ Existing Branch

Branch Name:
Branch Number:
BIC:
Branch Type: ABA
[+ Show Branch Details](#)

Bank Account

* Account Number:
Check Digits:
IBAN:
[+ Show Account Details](#)

Account Name:
Currency: US Dollar
Account Status: **New**

Please note that you have the option to enter further information under **Bank Details**, **Branch Details**, and **Account Details** by “clicking” the plus sign. You also have to option to write a Note to Buyer.

Managing Your iSupplier Profile

3. Enter any further account details that you wish to provide.

Bank	Branch
<input checked="" type="radio"/> New Bank <input type="radio"/> Existing Bank	<input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch
Bank Name: <input type="text" value="Bank of the North"/>	Branch Name: <input type="text" value="Main Street"/>
Bank Number: <input type="text" value="111222333"/>	Branch Number: <input type="text" value="11-22-33"/>
Hide Bank Details	BIC: <input type="text" value="AAAAABCC123"/>
	Branch Type: <input type="text" value="ABA"/>
Hide Bank Details	Hide Branch Details
Details	Details
Alternate Bank Name: <input type="text"/>	Alternate Branch Name: <input type="text"/>
Address	Address
Address Line 1: <input type="text" value="1234 Smith Blvd"/>	Address Line 1: <input type="text" value="4321 Central"/>
Address Line 2: <input type="text"/>	Address Line 2: <input type="text"/>
Address Line 3: <input type="text"/>	Address Line 3: <input type="text"/>
Address Line 4: <input type="text"/>	Address Line 4: <input type="text"/>
City: <input type="text" value="Belleville"/>	City: <input type="text" value="Belleville"/>
State: <input type="text" value="NM"/>	State: <input type="text" value="NM"/>
Zip Code: <input type="text" value="89899"/>	Zip Code: <input type="text" value="77777"/>
Bank Account	
* Account Number: <input type="text" value="111111111"/>	Account Name: <input type="text" value="Primary"/>
Check Digits: <input type="text" value="1234"/>	Currency: <input type="text" value="US Dollar"/>
IBAN: <input type="text"/>	Account Status: <input type="text" value="New"/>
Hide Account Details	
Details	Account Type: <input type="text"/>
Alternate Account Name: <input type="text"/>	Description: <input type="text"/>
Account Suffix: <input type="text"/>	End Date: <input type="text" value=""/>
Agency Location Code: <input type="text"/>	<small>(example: 19-Oct-2010)</small>
Comments	
Note to Buyer: <input type="text"/>	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

3. Once you have entered in your desired information “click” **Save**.

Bank	Branch
<input checked="" type="radio"/> New Bank <input type="radio"/> Existing Bank	<input checked="" type="radio"/> New Branch <input type="radio"/> Existing Branch
Bank Name: <input type="text" value="Bank of the North"/>	Branch Name: <input type="text" value="Main Street"/>
Bank Number: <input type="text" value="111222333"/>	Branch Number: <input type="text" value="11-22-33"/>
Show Bank Details	BIC: <input type="text" value="AAAAABCC123"/>
	Branch Type: <input type="text" value="ABA"/>
Show Bank Details	Show Branch Details
Bank Account	
* Account Number: <input type="text" value="111111111"/>	Account Name: <input type="text" value="Primary"/>
Check Digits: <input type="text" value="1234"/>	Currency: <input type="text" value="US Dollar"/>
IBAN: <input type="text"/>	Account Status: <input type="text" value="New"/>
Show Account Details	
Comments	
Note to Buyer: <input type="text"/>	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

Payment & Invoicing

In this section of your Company Profile you have the ability to first, specify payment details for your addresses. You then have the ability to track all payments and invoices that your company is involved in as well as keep track of which of your addresses each payment is associated with.

To Search Addresses

1. You may search the address database by **Address Name** or **Address Details**. “Select” your search by preference from the drop down Search By menu. Enter either the name of the address you wish to find or the details of the address you’d like to add. If you are unsure of the exact name, you can enter a “%” before and after your search terms to include all addresses that include your search term. “Click” **Go**.

2. Once you find the desired address “select” a specific choice from each of the following dropdown menus:

- **Payment Method**—this is your desired method of payment
- **Payment Currency**—this is the currency that you wish to complete payments in. Normally you will choose USD.
- **Invoice Currency**—this is the currency that you wish any invoices to be in.
- **Notification Method**—this is the way that you desire to be notified of any payments or invoices.

Once you have selected a choice for each of the categories you have the option to “click” either **Cancel** or **Save**. “Click” **Cancel** if you wish to cancel your specified **Payment and Invoicing** Details. When you have finished entering in the correct **Payment and Invoicing** Details “click” **Save**.

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Home Orders Shipments Planning Product Admin Finance Intelligence CertPay

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 - Surveys

Payment and Invoicing

☐ Hold all Payments ☐ Hold Unmatched Invoices

Invoice Amount Limit
Payment Hold Reason

Search

Note that the search is case insensitive

Address Name %NM%

Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, 87654, United States	Electronic	US Dollar	US Dollar	Email

3. Once you have successfully saved your **Payment and Invoicing** details you will receive a **Confirmation**.

Sandia National Laboratories iSupplier Portal

Home Orders Shipments Planning Product Admin Finance Intelligence CertPay

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
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 - Banking Details
 - Payment & Invoicing**
 - Surveys

Confirmation

The payment and invoice preferences have been saved.

Payment and Invoicing

☐ Hold all Payments ☐ Hold Unmatched Invoices

Invoice Amount Limit
Payment Hold Reason

Search

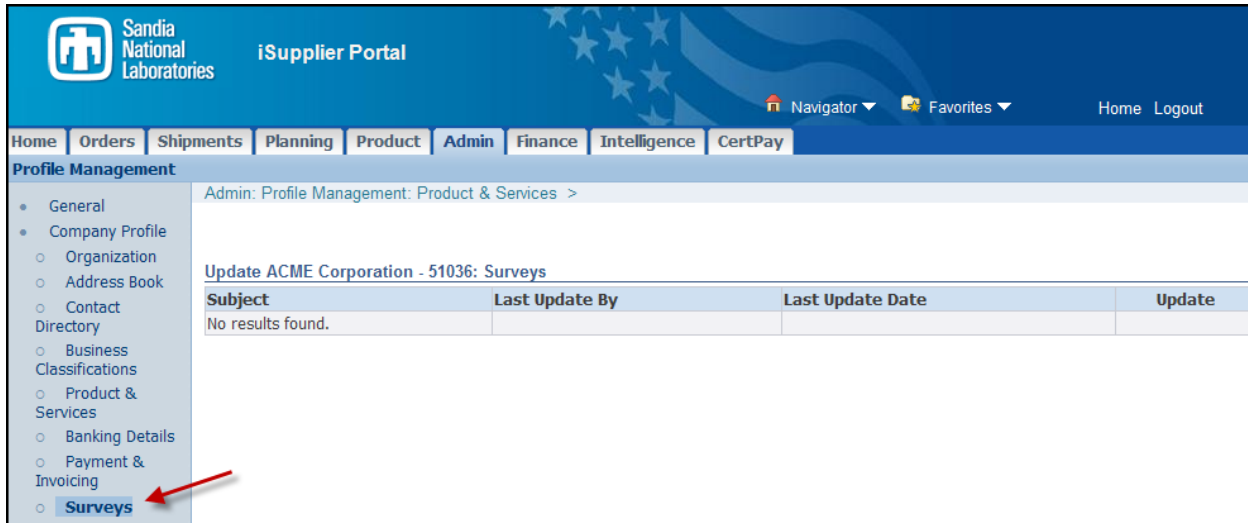
Note that the search is case insensitive

Address Name %NM%

Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, 87654, United States	Electronic	US Dollar	US Dollar	Email

Surveys

Sandia National Laboratories may at certain times wish to send a survey to its suppliers. If you receive an email stating that you have a survey, you will find it under **Surveys** in your **Company Profile**.



The screenshot shows the Sandia National Laboratories iSupplier Portal. The top navigation bar includes links for Home, Orders, Shipments, Planning, Product, Admin, Finance, Intelligence, and CertPay. The left sidebar lists various profile management options: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. A red arrow points to the Surveys link. The main content area displays the title 'Update ACME Corporation - 51036: Surveys' and a table with the following structure:

Subject	Last Update By	Last Update Date	Update
No results found.			

For Further Assistance

You have completed the Managing Your iSupplier Profile informational job aid. You now have the tools and knowledge to effectively manage your iSupplier Profile. Should you run into any problems or if you have any questions, please feel free to contact the Supply Chain Help Desk.

Supply Chain Help Desk Contact Information:

Telephone Number: (505) 284-4743